

JOB TITLE: Assistant Editor, *Annals of the New York Academy of Sciences*

DEPARTMENT: Publishing & Communications

REPORTS TO: Director and Executive Editor, *Annals*

SCOPE OF RESPONSIBILITIES:

Working closely with the DEE and *Annals* staff, participate in development, intake, assessment and editorial management of manuscripts and manage or coordinate additional editorial tasks as assigned.

DETAILED DESCRIPTION OF RESPONSIBILITIES:

Develop and maintain relationships with scientists to facilitate the acquisition and publication of proceedings in a wide range of fields and involving highly reputable scientists whose work has been reviewed well by their peers; attend key conferences and review key scientific journals. Contribute substantive ideas for possible *Annals* volumes.

With the DEE, work with programs and other Publishing staff to ensure close communication regarding NYAS-sponsored conferences that will become *Annals* volumes, including coordination of schedules, promotion efforts, eBriefing development, obtaining abstracts and papers, and issues concerning sponsors, speakers, and scientific editors/organizers.

With the DEE, work closely with consulting editors of non-conference-related *Annals* volumes, such as the reviews and special topics, to ensure timely production of cutting-edge volumes and assist on special projects such as supplements or and bulk volume sales.

Maintain manuscript intake logs, records and files for projects in all stages of development and consideration ensuring adherence to regular production schedule of 32 *Annals* volumes/year (2-3 volumes/month).

Assist in mechanical and stylistic assessment of manuscripts received, flagging concerns requiring closer editorial scrutiny before material enters editorial production stream.

Work with the editorial office to assist volume editors in putting sets of manuscripts into editorial production through Manuscript Central system.

Collaborate with other NYAS units, including Marketing, Communications, Online Publishing and Accounting.

Work with the DEE and online publishing staff to maintain *Annals* web pages.

REQUIREMENTS:

Ph.D. in life-sciences (biomedical sciences preferred) with postdoctoral experience. Familiarity with professional publishing (STM) strongly preferred, including online publishing processes, standards and protocols and editorial processing and tracking systems; excellent word processing and project management skills; strong interpersonal and networking skills; excellent oral and written communications skills; ability to multi-task, prioritize, and communicate effectively with internal and external constituencies. Basic knowledge of HTML and digital media technologies a plus. Occasional travel to scientific conferences will be expected.

The Academy is an Equal Opportunity Employer seeking a diverse workforce. We offer an excellent compensation and benefits package to both full-time and part-time staff that includes affordable health care insurance, tuition reimbursement, a generous retirement plan, liberal vacation time and holiday schedule.

HOW TO APPLY: Please send a resume/cv accompanied by a cover letter that includes salary history and/or requirements, to jhart@nyas.org . Please visit: www.nyas.org